



## PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 50-1	Subject: <b>TESTIFYING IN COURT</b>
Chapter 50: TESTIFYING/COURT APPEARANCES	Page 1 of 1
Signature: /s/ Mary Fay	Revision Date: 10/01/01
	Effective Date: 06/01/00

- I. BUREAU DIRECTIVE:** Probation and Parole Bureau employees will follow established procedures testifying in court.
- II. AUTHORITY:**  
 46-23-1011, M.C.A.      *Supervision on Probation*  
 46-23-1021, M.C.A.      *Supervision on Parole*
- III. DEFINITIONS:**  
 None.
- IV. PROCEDURES:**  
 Probation and Parole Officers will testify in court in support of Pre-Sentence Reports, Violation investigations, and at any other time required by a court of record. Officers should comply to the following in preparation for these appearances:
- | <b>PROCEDURE:</b>                                                                                                                                                                           | <b>RESPONSIBILITY:</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 1. Before testifying, review records and bring certified or authenticated document whenever possible. Prepare yourself, refresh your memory by reviewing notes, chronological history, etc. | P&P Officer            |
| 2. Discuss case with prosecutor. (Remember files and Adult Chronological History taken to & used on the stand can be open to full inspection.)                                              | P&P Officer            |
| 3. Maintain confidentiality -- Do not release offender file, except to the prosecutor by Court Order of the Court.                                                                          | P&P Officer            |
| 4. Dress appropriately, follow local Judicial policy and P&P 20-6 Employee Dress & Hygiene.                                                                                                 | P&P Officer            |
| 5. Maintain composure, tell the truth, answer with facts.                                                                                                                                   | P& P Officer           |
- V. CLOSING:** Questions concerning this procedure shall be directed to the Regional Administrator or designee.

### Guide

P&P 50-1(A)

Mechanics of the Courtroom